



## ***U.S. Department of Energy Rebuild America National Business Partner Agreement***

**Rebuild America** is a U.S. Department of Energy deployment mechanism whose mission is to build partnerships among communities, states, and the private sector to improve the quality of life through energy-saving and energy technologies performance, and to connect people, resources, ideas and practices for energy solutions to community needs. Partnerships may be led by anyone and may comprise any combination of public and private organizations, and must include a representative of state or local government. Through Rebuild America, the U.S. Department of Energy provides assistance, products and services, and strategies to help community partnerships plan and carry out activities that improve their facilities while reducing energy consumption.

### **BASIC PRINCIPLES OF AGREEMENT**

**The U. S. Department of Energy and the Rebuild America Business Partner recognize that:** Investing in our communities through improved energy efficiency and renewable technologies in buildings and infrastructure is a win-win opportunity for our communities, our economy, and our nation. Energy-efficient facilities reduce energy costs, increase available capital, spur economic growth, and improve working and living environments. Rebuild America provides a viable strategy to achieve these goals, through its partnerships' activities and through its network of business, financial, and technical experts.

**The U. S. Department of Energy Rebuild America agrees to:**

**Provide the following for all participating companies:**

- ♦ Designate the company as a Rebuild America Business Partner
- ♦ Create and sustain a standardized description of the company, its products/services, and programmatic activities on the Rebuild America website
- ♦ Provide, via electronic mail, all community partnership requests for assistance from Business Partners, (known in the program as "Opportunity Postings")
- ♦ Invite company representation for participation in Rebuild America events
- ♦ Provide access to and permission to use the Rebuild America name and logo for marketing and communications purposes (in accordance with the Program's established guidelines)
- ♦ Provide company opportunity to co-brand partnership educational resources with program and others

- ♦ Provide company opportunity to participate in packaged initiatives in partnership with national association (known in the program as a “Strategic Partner”) and their membership
- ♦ Plan and schedule program outreach activities, such as technical seminars, that will provide the Business Partner opportunities to obtain participation points

**Further, the U. S. Department of Energy Rebuild America will provide the following to all companies that are designated as Premier Business Partner:**

- ♦ Premier identification on Rebuild America website – including highlight prominence as feature Business Partner on the site homepage, Business Partners section, and Solution Center
- ♦ Create specially written profile that would be included in Partner Update (program’s newsletter), media information packages, etc.
- ♦ Offer first choice access to premium exhibit space at National Forum and Regional Peer meetings
- ♦ List company in Partner Update magazine and other periodicals as “premier” participant
- ♦ Provide invitations to special press events, and high level decision maker access opportunities
- ♦ Provide opportunity to participate in special awards programs

**The Rebuild America Business Partner agrees to:**

- ♦ Designate a Point of Contact within the company for Rebuild America correspondence
- ♦ Provide company description and information consistent with the provided template
- ♦ Provide company information, including identifying marks, solely for programmatic use
- ♦ Comply with minimum annual participation point requirements
- ♦ Establish a U.S. Department of Energy Rebuild America page on the company website consistent with the provided template
- ♦ Attend next Business Partners orientation meeting
- ♦ Identify and provide information on employees with training and outreach expertise for participation in Technical Seminars or other partnership education events
- ♦ Comply with requirements for reporting participation, results and inactivity
- ♦ Comply with program policies, including those on use of identification of the U.S. Department of Energy, Rebuild America, EnergySmart Schools, and other service marks
- ♦ Acknowledge that participation as a Business Partner does not result in an legal endorsement of the products, services, or practices of the company by the U.S. Department of Energy

## **Participation Activity Requirements**

The Business Partner is required to accumulate a minimum of six (6) participation points each calendar year to be considered a participant in the Rebuild America program. If the company does not acquire six (6) participation points by December 31, a three-

month grace period will be extended to acquire the needed points and continue to receive program benefits for the next year. Points acquired during the new calendar year will also be credited to that year's total. For any company that becomes a business partner after May 31 of any year, the minimum points requirement will be waived for the remainder of that calendar year.

The Business Partner that accumulates sixteen (16) participation points in a calendar year will attain Premier status. That status will start on the date the sixteen (16) points were attained, and the company will receive premier benefits for the remainder of that calendar year continuing through the next calendar year (e.g., Company A earns 16 points on July 15, 2002, becoming a Premier partner from that date until December 31, 2003). In order for the Business Partner to retain Premier status, another 16 participation points must be acquired in the next calendar year (e.g., Company A must acquire 16 participation points in 2003 to continue be a Premier partner in 2004). If the minimum 16 participation points are not acquired in that next calendar year, they will no longer retain the Premier designation.

The following identifies the activities basis and their point values.

**1-Point activities:**

- ♦ Attend partnership-focused meetings and events
- ♦ Attend Business Partners regional meetings
- ♦ Complete project with Rebuild America partnership (verify with documentation)
- ♦ Respond to appropriate and relevant Opportunity Postings
- ♦ Report and verify participation via Rebuild America website

**3-Point activities:**

- ♦ Participate in a technical seminar
- ♦ Provide an existing product or service resource to the Rebuild America Solution Center
- ♦ Attend and/or exhibit at the Rebuild America Forum or a Regional Peer Forum
- ♦ Attend annual Business Partner Summit meeting
- ♦ Provide other additional value-added resources

**5-Point activities:**

- ♦ Author and place article in trade magazine, etc., that highlights successful project with Rebuild America partnership
- ♦ Create and host a technical seminar and invite program staff and other Business Partners to participate
- ♦ Financially sponsor the Rebuild America Forum or a Regional Peer Forum
- ♦ Financially sponsor a technical seminar
- ♦ Participate in an initiative in partnership with a Strategic Partner that focuses on a certain audience, market sector, or geographic region
- ♦ Provide use of company facility for educational seminars and other informative events

- ♦ Create and provide a new educational resource for the Solution Center that is co-branded with Rebuild America

## **Participation Tracking and Reporting**

Participation points will be tracked and verified on-line via the Rebuild America website. Activities are entered into the tracking system by Rebuild America program staff or the Business Partner point of contact. Each activity will be verified by the other party; that is, activities entered by program staff will be verified by the Business Partner and vice versa. The U.S. Department of Energy Regional Office team leader or designated customer service representative will verify all activities that the Business Partner conducts with a single partnership. Only verified activities will earn participation points. The Business Partner will be kept apprised of their activities and accumulated participation points through a quarterly email message sent to the main point of contact. It will highlight the partner's activities and accumulated participation points in the calendar year to date. In addition to these email messages, certain status information will also be available anytime to the Business Partner in the protected area of the Rebuild America website.

## **Partner Inactivity**

Continued participation requires regular accumulation of points. If the Business Partner has not accumulated the necessary six (6) annual participation points by the end of the calendar year, the partner will be notified of the situation and their current point total. Clarification will be provided and the grace period, ending March 31, to accumulate the needed points will be invoked. This will be the period of opportunity for scheduling to participate in future planned activities (such as technical seminars) that will earn the participation points. If the points are not earned, or proper planning arrangements are not confirmed, the Business Partner will be notified that their participation status has become inactive. In such event, DOE recognition and other reciprocity will be discontinued, including removal of all relevant company information from the website, until the partner becomes active again or confirms the desire to no longer participate.

## **AUTHORITY**

The Department of Energy Organization Act (P.L. 95-91), section 646, 42 U.S.C. § 7256, and the Energy Organization Act of 1974 (P.L. 93-438), section 107(a), 42 U.S.C. § 5817(a) establishes enabling authority for this execution. No activities contemplated herein are construed to augment or supplement statutory appropriations, or otherwise abridge legislative intent.

## **OTHER CONDITIONS**

None.

# EXECUTIVE ACCEPTANCE

## FOR THE BUSINESS PARTNER

By acceptance below, your company enters into this Rebuild America Business Partner Agreement with the U.S. Department of Energy. The Chief Executive Officer or other senior management who has the authority to commit the organization's resources should execute this Agreement.

Signature:	Date:
Name:	Title:
Organization:	
Street Address:	
Phone:	Fax:
E-Mail:	

The following identifies the principal point of contact that will work with U.S. Department of Energy Rebuild America, Business Partners Representative:

Name:	Title:
Organization:	
Street Address:	
Phone:	Fax:
E-Mail:	

## FOR THE U.S. DEPARTMENT OF ENERGY

By execution below, the U.S. Department of Energy enters into this Business Partner Agreement with the company designated above:

Signature:	Date:
Name:	Title:
Organization:	
Street Address:	
Phone:	Fax:
E-Mail:	

The following identifies the U.S. Department of Energy Rebuild America, Business Partner Representative that will work with the company principal point of contact:

Name:	Title:
Organization:	
Street Address:	
Phone:	Fax:
E-Mail:	